

# CIRSA MEMBER TRAVEL REIMBURSEMENT POLICY

June 19, 2018



The following policy provides for the reimbursement to members for their expenses associated with designated CIRSA events, including the New Member Orientation, Safety Forum, Task Force, General Membership meetings, and other specified CIRSA sponsored events. The policy allows reimbursement of meals, lodging, mileage, and parking for two attendees from each CIRSA member entity per designated event. The purpose of the policy is to alleviate some of the financial burden of attending the event and offer an incentive to encourage higher attendance.

Reimbursement are made payable to the member entity and not to attendees personally. Requests must be supported by detailed receipts and are subject to the following guidelines.



## Meals

The maximum amount allowed for meals is the current federal meals and incidental expense per diem rate for the location as published by the GSA ([U.S. General Services Administration](#)). If travel is not for the entire day, reimbursement is not available for meals that fall outside the period of travel. Further, reimbursement is not available when CIRSA has provided that meal in conjunction with the designated event.



## Lodging

Expenses for lodging will be reimbursed if travel can reasonably be expected to exceed one day. Lodging for one night will be reimbursed if the attendee is required to travel at least 100 miles one way. An additional night's lodging will be available for an attendee required to travel a distance of 250 or more miles one way. Lodging close to the event location is preferred. The maximum amount allowed for lodging (excluding taxes) is the current lodging per diem for the location as published by the GSA ([U.S. General Services Administration](#)).



## Mileage

CIRSA will reimburse mileage for business use of the attendee's personal automobile at a rate equal to the current standard mileage rate as published by the IRS (Internal Revenue Service). Mileage is allowed for a round trip to and from the attendee's home or office.



## Parking

CIRSA will reimburse for parking expenses when they are not included in the price of the lodging. Also, CIRSA will reimburse for parking expenses when there is no free parking available at the location of the designated event.



## Reporting

Member Travel Expense Reports are available online at [www.cirsa.org](http://www.cirsa.org). There are options to either submit online or print a form. Printed forms can be emailed to [accountspayable@cirsa.org](mailto:accountspayable@cirsa.org) or faxed to 303.757.8950. Detailed receipts are required to support expenses (other than mileage) submitted on the report.



# CIRSA MEMBER EXPENSE REPORT

\_\_\_\_\_  
**Attendee**

\_\_\_\_\_  
**Member Entity**

\_\_\_\_\_  
**Meeting Name/Location**

\_\_\_\_\_  
**Meeting Date**

**Meals**

Meal reimbursement is limited to the lessor of:

- a. Your actual receipts
- b. Per diem for location published by GSA (U.S. General Services Administration)

Date	Restaurant / Shop	Location	Amount
<b>Total:</b>			

**A**

**Lodging**

If (1) travel is at least 100 miles one way, enter amount for one night.

If (1) travel is at least 250 miles one way, enter amount for two nights.

Reimbursement is limited to per diem for location published by GSA (U.S. General Services Administration)

Date	Hotel/Motel	Location	Amount
<b>Total:</b>			

**B**

**Personal Automobile**

Round trip miles from your entity to meeting location: \_\_\_\_\_

(1)

Mileage Reimbursement Rate: \_\_\_\_\_

(2)

\$ 0.58

Mileage Reimbursement: \_\_\_\_\_

(1) x (2)

**C**

**Parking**

**D**

**TOTAL REIMBURSEMENT:**

(A+B+C+D)

**Please submit expense reports & detailed copies of receipts for all expenses to our Finance Department at [accountspayable@cirsa.org](mailto:accountspayable@cirsa.org).**

Reimbursement will be made payable to the **MEMBER ENTITY** within 30 days of receipt of this report.